



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: \$350.00 _____ FRPL
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

FINAL SUBDIVISION REPLAT APPLICATION

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Applicant requests that the final subdivision plat submitted with this application be approved as required by Chapter 66 of the Branson Municipal Code for the following legally described property:

Street Address: _____

Subdivision Name: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST**

☒ Please include six (6) paper copies of the proposed subdivision.

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Owner's Signature: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Agent's Signature: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____, _____ the day and year first above written.

/s/ _____
Notary Public

My term expires _____



Planning & Zoning Commission / **Board of Adjustment Application Notes**

The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.

- * A meeting schedule, which includes application submittal deadline dates, is posted on the Planning & Development Department homepage at www.bransonmo.gov or available upon request. No applications will be accepted if incomplete or submitted after deadline date.
- * The “applicant” is the person or persons making the request of the Commission.
- * The “owner” is the owner of the subject property.
- * The “agent” is anyone representing the applicant and/or owner.
- * The owner’s signature must be an original signature, not a photocopy or fax.
- * The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- * Copies of any covenants or deed restrictions pertaining to the subject property must be provided to the Planning Division.
- * For proof of ownership, attach a copy of the owner’s WARRANTY DEED or DEED OF TRUST. QUIT CLAIM DEEDS are not acceptable.
- * Site plans as requested must be accurate and to scale. Applicant must include an 11 X 17 copy.
- * All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- * Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8544, will be glad to answer any questions you may have or put you in touch with other necessary City departments.

Sec. 66-35. Types of subdivisions.

Three types of subdivisions for development may be permitted as follows:

(1) *Standard subdivision.* This type of subdivision consists of lots of at least 75 feet in depth and the minimum width set out in appendix A to this Code (zoning regulations). All roadways shall be paved to a width and thickness provided by ordinance, but in no case shall public streets have a pavement width less than 28 feet measured from backs of curb. All roadways shall be curbed. Sanitary and storm sewers are required and a public water supply and other urban services are normally available. Standard subdivisions will generally occur adjacent to the presently developed section of the city, will constitute the major portions of residential development in the city, and will follow the traditional tenant-owned concept at a density of two to four homes per acre.

(2) *Minor subdivision.* If a proposed subdivision or reconfiguration of land does not contain more than three lots, each of which has frontage on an existing street, not involving any new street or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the comprehensive plan, major street plan and zoning ordinance, and which are otherwise within all regulations, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdivision as outlined in this article. The creation of new lots through a lot split procedure will require payment of all required impact fees and dedication on the same basis as creation of new lots in a regular subdivision.

(3) *Condominium splits.* Once a final plat has been approved and recorded on property used for condominium construction, the owner may proceed with the condominium split procedure in lieu of the normal requirements of subdivision as outlined in this article. In order to qualify for the condominium split procedure, each parcel shall have frontage on, or permanent and continuous access through common elements to, existing public streets, and shall not involve any new street, the extension of municipal facilities, or the creation of any public improvements. The creation of each such parcel shall not adversely affect the remainder of the parcel or adjoining property and shall not be in conflict with any provision or portion of the comprehensive plan, major street plan and zoning ordinance, and shall otherwise be in conformance with all applicable city regulations.

(Code 1988, § 430.050; Code 1996, § 430.050; Ord. No. 91-13, § 430.050, 3-25-1991; Ord. No. 96-073, §§ 2, 3, 9-9-1996; Ord. No. 99-959, § 11, 10-11-1999)

Sec. 66-63. Submission of public works elements.

(a) Upon approval of the preliminary plat by the planning and zoning commission, the subdivider shall prepare and submit to the city engineer the following:

- (1) Three prints of preliminary plans and profiles of all public streets, showing sidewalks, proposed streetlight locations, and landscaping as required by section 66-122(d).
- (2) Three prints of preliminary plans and profiles of sanitary sewers.
- (3) Three prints of preliminary stormwater plans including culverts, bridges, underground pipe, improved channels and natural waterways where appropriate. Drainage easements shall also be shown in preliminary fashion in the plan. Hydrology calculations shall be based upon a 25-year design or regulatory flood in commercially zoned areas and a ten-year design or regulatory flood in residentially zoned areas that are not downstream from any commercially zoned areas in conformance with section 66-95.
- (4) For areas of the property with slopes of two to one or greater, three prints showing proposed slope treatments including the location of any retaining walls. All proposed slope management techniques shall conform to section 66-97.
- (5) Three prints of preliminary water supply and distribution plan, and a letter of approval from the local agency for the water supply.
- (6) Three prints of a public facilities plan depicting the location and size of any park, school or other public lands to be dedicated or otherwise set aside for public ownership and use.
- (7) Three copies of an environmental site assessment addressing the following:
 - a. Is any part of the property impacted by a defined floodplain?
 - b. Are any existing or proposed utilities affected by or affecting the drainage design?
 - c. Are there any existing bodies of water downstream from areas proposed to be graded?
 - d. Does the existing or proposed site topography result in surface water runoff reaching an erosive velocity?
 - e. On a generalized site map, depict the following information: how upstream drainage will be routed through the property, the location of all proposed points of release for runoff from the development and a narrative description of any proposed management methods, and those areas of the site which will be disturbed during site grading.

(b) Based on the information required by subsection (a) of this section, the city engineer may require the preparation and submittal of three copies of a complete drainage plan and grading/erosion control plan in accordance with requirements of sections 66-95 and 66-96.

(c) The city engineer and other appropriate officials shall review these documents and submit the documents to the appropriate board and committees with technical recommendations. The planning and zoning commission shall not approve a final plat until all public works elements have been designed and compliance with this section is certified by the city engineer.

(Code 1988, § 430.080; Code 1996, § 430.080; Ord. No. 91-13, § 430.080, 3-25-1991)

Sec. 66-64. Submission and approval of final plat.

(a) *Submission.* After approval of the preliminary plat and public works elements, the subdivider shall prepare and submit to the commission a final plat for recording purposes, together with other supplementary information and certificates. The final plat shall be submitted at least 30 days prior to a regular meeting of the commission. Six prints on paper shall be submitted. Upon approval two final prints on mylar and five prints on paper will be required for recording.

(b) *Fees.* The final plat shall be submitted to the office of planning and development and shall be accompanied by a fee as follows:

Subdivision, final plat:

Base fee . . . \$ 5.00

Plus fee per lot . . . 0.25

Maximum fee . . . 25.00

(c) *Review.* The director of planning and development and city engineer shall review the final plats and submit the final plats to the commission for its review and report. In recommending approval or disapproval of the final plat, the commission shall give attention to the public works review report, compliance with the preliminary plat, and technical recommendations of the city engineer. The applicant shall also submit the final plat to those utility companies or agencies involved for their review of the pattern and dimensions of the proposed easements. Utility companies or agencies shall include Empire Electric or White River Valley Electric Cooperative, the local telephone company, the local cable television company, and the city public works department.

(d) *Required improvements or guarantees prior to final approval.*

(1) Prior to the final reading of the ordinance approving the final plat, the subdivider shall take out all public works permits and provide satisfactory security in the form of a bond, cash escrow or other securities guaranteeing the installation of the improvements and provide a bond in conformance with section 66-123. The subdivider may construct any or all of the permitted public works elements without submission of the security. However, the city will not accept any of the infrastructure until the final plat is recorded and the maintenance guarantee is provided as required in section 66-123. No building permit shall be issued by the city for any lot within the city limits until the required minimum improvements for streets and water are completed in accordance with sections 66-122(b) and 66-122(i).

(2) Any escrow amount held by the city to secure actual construction and installation on each component of the improvements or utilities shall be released within 30 days of completion of each category of improvement or utility work to be installed, minus a maximum retention of five percent, which shall be released upon completion of all improvements and utility work. Any such category of improvement or utility work shall be deemed to be completed upon certification by the city that the project is complete in accordance with the ordinances of the city, including the filing of all documentation and certifications required by the city in complete and acceptable form. The release shall be deemed effective when the escrow funds are duly posted with the United States Postal Service or other agreed-upon delivery service or when the escrow funds are hand-delivered to an authorized person or place as specified by the owner or developer.

(3) No surety bond shall be accepted unless it be enforceable or payable to the city or its agent in a sum at least equal to the cost of constructing the improvements as estimated by the city engineer and in form with surety and conditions approved by the city attorney.

(e) *Action.* After receiving the recommendation of the planning and zoning commission, the final plat shall be submitted to the board of aldermen for its action. The board of aldermen may specify changes or modifications therein which it deems necessary and may make its approval subject to such alterations. The action of the board shall be by ordinance, which ordinance shall include approval of the final plat for recording. In case of planning and zoning commission disapproval, the subdivider may appeal, present the final plat to the board of aldermen and seek approval. Upon approval by the board of aldermen by ordinances duly passed, such approval shall be endorsed on two copies on mylar and

five copies on paper, under the hand of the city clerk and the seal of the city.

(f) *Filing.* The planning and development department shall record the approved plat within 30 days provided all permits for public works improvements have been issued and the improvements either completed or the security received. The subdivider shall pay all fees associated with the recording of the final plat.

(g) *Form.* The final plat prepared for recording purpose shall be drawn at a scale of one inch per 100 feet. The size of sheets on which such final plats are submitted shall be 18 by 24 inches. If more than two sheets are required, an index map showing the entire development shall be shown on each sheet, along with appropriate match lines.

(h) *Information.* The final plat shall show and contain the following information:

(1) Name of subdivision.

(2) Location by section, township, range, county and state, including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions of second order surveying accuracy. All calculations shall be furnished showing bearing and distances of all boundary lines and lot lines and the square foot area of each lot.

(3) Location of boundaries in accordance with the following standards: Third Order, Class I as defined in the current Classification Standards of Accuracy and Specifications for Geodetic Control Surveys, 10 CSR 30-4, Missouri Code of State Regulations. The subdivision survey shall conform to the procedures as defined in the current Minimum Standards of Property Boundary Surveys, 10 CSR 30-1, Missouri Code of State Regulations. Appropriate boundary points shall include their state plane coordinates and grid factor.

(4) Location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length and radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.

(5) Lots shall be numbered clearly. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.

(6) The exact locations, widths, and names of all streets to be dedicated.

(7) Location and width of all easements to be dedicated.

(8) Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.

(9) Building setback lines on front and side streets in residential areas, including dimensions.

(10) Name and address of developer and surveyors making the plat.

(11) Scale of plat (the scale to be shown graphically and in feet per inch), date and north point.

(12) Statement dedicating all easements, streets and other public property, properly signed and acknowledged by appropriate persons, surveyor's certification and other language as follows:

a. Legal description. An accurate legal description of the property being subdivided, including acreage.

b. Dedication.

The undersigned proprietors of the property described herein have the same to be subdivided in the manner shown on this plat and said property shall hereafter be known as _____.

It shall be sufficient description of the lots on this plat to hereafter designate the same by the number appearing near the center of the lots followed by the block number appearing near the center of the respective blocks followed by the words: _____.

An easement or license is hereby granted to the City of Branson, Missouri, to locate,

construct and maintain, and to authorize the location, construction, maintenance, or use of conduits, for all and any purpose, water, gas, and sewer mains, poles, wires, anchors and appurtenances thereto, or any or all of them over, under and along the strip of land outlined on this plat and designated "UTILITY EASEMENT" or "U.E."

An easement or license is also hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance, and use of surface drainageways and installations, and underground drainage conduits and appurtenances for drainage purposes on, under and along the strips of land outlined on this plat designed "DRAINAGE EASEMENT" or "D.E."

Streets shown on this plat and not heretofore dedicated to public use are hereby so dedicated.

Building lines or setback lines are hereby established as shown on this plat and no building or portion thereof shall be built or otherwise located between this line and the lot or street line, designated B.L.

In testimony whereof, the undersigned proprietors have hereunto set their hands this _____ day of _____ 20_____.

STATE OF MISSOURI

COUNTY OF TANEY

On this _____ day of _____,

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at my office in said County and State and day and year last written above.

TABLE INSET:

	_____ Notary Public
--	------------------------

My Commission Expires: _____

Approved by the Planning and Zoning Commission of the City of Branson, Missouri, this: _____.

TABLE INSET:

	_____ Chairman
--	-------------------

Approved by the Board of Aldermen of the City of Branson, Missouri, this: _____.

TABLE INSET:

	Ordinance No. _____
	_____ Mayor
	_____ City Clerk
	_____ City Engineer

This plat prepared by:

Surveyor: _____

(13) Any signature shall have the corresponding name typed, printed or stamped beneath the signature.

(14) Supplementary documents and information to accompany the final plat:

- a. Two three-line profile prints of streets to be dedicated indicating the grades thereon.
- b. Tax certificates from both the city and county shall be submitted, stating that all taxes and encumbrances have been satisfied of record on the land to be dedicated.
- c. Five copies of any private restrictions affecting the subdivision of any part thereof for future reference by the city.
- d. Sewers (storm and sanitary). Plan and profiles of all proposed storm and sanitary sewers. Calculations for storm and sanitary sewers based on minimum design criteria shall be included. Two additional copies of the sanitary sewer plans and a check for the appropriate amount made payable to the state for the state permit application shall be furnished for submission to state agencies.
- e. Water system. Plans for water extensions and distribution lines and letter of approval from the local agency for the water supply.
- f. Plans for street lighting system.
- g. All construction plans shall be on standard 22-inch by 36-inch plan profile sheets.
- h. Subordination of any existing easements where in conflict with proposed right-of-way.

(Code 1988, § 430.090; Code 1996, § 430.090; Ord. No. 91-13, § 430.090, 3-25-1991; Ord. No. 99-959, § 14, 10-11-1999; Ord. No. 2000-074, § 1, 4-24-2000; Ord. No. 2001-141, § 1, 11-13-2001)

Subdivision Regulation Certification

By signing this document, I agree that I am in receipt of Sections 66-63 and 66-64 of the Branson Municipal Code pertaining to submission of public works elements and submission and approval of final plats, and have been made aware of the deadline dates for submittal of public works elements plans and final subdivision plats.

I understand that final subdivision plats **must** be submitted to the Planning & Development Department no later than thirty (30) days prior to the Planning & Zoning Commission meeting for which that item will be heard.

I understand that Public Works Elements plans **must** be submitted to the Engineering department a minimum of seventeen (17) days prior to the Planning & Zoning Commission meeting for which the final plat application will be heard. If the Public Works Elements plans are not submitted by the deadline listed below, the hearing for final subdivision plat may be postponed to the next regularly scheduled Planning and Zoning Commission meeting.

Signature

Date

Printed Name

Checklist for Submission and Approval of Final Plat

Date of Preliminary Plat Approval: _____

Approval of public works elements (requirements attached)

Six copies of the final plat 18x24

One copy of the final plat 11x17

Final Plat to include the following information:

- ☐ Name of subdivision.
- ☐ Location by section, township, range, county and state, including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions of second order surveying accuracy. All calculations shall be furnished showing bearing and distances of all boundary lines and lot lines and the square foot area of each lot.
- ☐ Location of boundaries, including state plane coordinates and grid factor.
- ☐ Location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length and radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.
- ☐ Lots shall be numbered clearly. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
- ☐ Exact locations, widths, and names of all streets to be dedicated.
- ☐ Location and width of all easements to be dedicated.
- ☐ Boundary lines and description of boundary lines of any areas other than streets and alleys that are to be dedicated or reserved for public use.
- ☐ Building setback lines on front and side streets in residential areas, including dimensions.
- ☐ Name and address of developer and surveyors making the plat.
- ☐ Scale of plat (the scale to be shown graphically and in feet per inch), date and north point.

☐ Statement dedicating all easements, streets and other public property, properly signed and acknowledged by appropriate persons, surveyor's certification and other language as follows:

- a. Legal description. An accurate legal description of the property being subdivided, including acreage.
- b. Dedication.

The undersigned proprietors of the property described herein have the same to be subdivided in the manner shown on this plat and said property shall hereafter be known as _____.

It shall be sufficient description of the lots on this plat to hereafter designate the same by the number appearing near the center of the lots followed by the block number appearing near the center of the respective blocks followed by the words:

_____.

An easement or license is hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance, or use of conduits, for all and any purpose, water, gas, and sewer mains, poles, wires, anchors and appurtenances thereto, or any or all of them over, under and along the strip of land outlined on this plat and designated "UTILITY EASEMENT" or "U.E."

An easement or license is also hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance and use of surface drainage ways and installations, and underground drainage conduits and appurtenances for drainage purposes on, under and along the strips of land outlined on this plat designed "DRAINAGE EASEMENT" or "D.E."

Streets shown on this plat and not heretofore dedicated to public use are hereby so dedicated.

Building lines or setback lines are hereby established as shown on this plat and no building or portion thereof shall be built or otherwise located between this line and the lot or street line, designated B.L.

(PROPRIETOR'S INFORMATION)

In testimony whereof, the undersigned proprietors have hereunto set their hands this _____ day of _____, 20____.

STATE OF MISSOURI
COUNTY OF TANEY

[PROPRIETOR'S SIGNATURE BLOCK INFORMATION, INCLUDING TYPED NAMES]

On this _____ day of _____, IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at my office in said County and State and day and year last written above.

Notary Public

My Commission Expires: _____

(CITY OF BRANSON'S INFORMATION)

Approved by the Planning and Zoning Commission of the City of Branson, Missouri, this _____ day of _____, 20__.

Chairman

Approved by the Board of Aldermen of the City of Branson, Missouri, this _____ day of _____, 20__.

Ordinance No. _____

RAEANNE PRESLEY, Mayor

LISA K WESTFALL, City Clerk

DAVID H. MILLER, City Engineer

This plat prepared by:

Surveyor: _____

- ☐ Any signature shall have the corresponding name typed, printed or stamped beneath the signature.
- ☐ Minimum depth for residential lot shall be 75 feet.

- ☐ Corner lots for residential use shall not be less than ten feet wider than the average lot width in the block.
- ☐ Side lot lines of lots shall be approximately at right angles to street lines or radial to curved streets and highways.
- ☐ Double frontage lots should be avoided except where lots back on major streets and highways.
- ☐ Every lot shall relate to a street with adequate frontage for proper and safe vehicular access.
- ☐ Residential lots shall not face on arterial streets and should be minimized on collector streets.
- ☐ Setback or building lines shall be shown on all lots intended for residential use and shall not be less than the setback required by the zoning ordinances. On those lots that are intended for business use, the setback shall be at least that required by the zoning ordinance, or approval of a planned zoning district.
- ☐ Dedication of open space and public sites. (Residential)

When a final plat is submitted, public works elements plans shall be submitted to the City Engineer 17 days prior to the P&Z meeting on which the final plat is scheduled to be heard. Any public works elements plans turned in after the deadline may be delayed to the next scheduled P&Z meeting. The Planning and Zoning Commission will consider the final plat for approval after all public works elements plans have been certified by the City Engineer and Director of Public Works.

If you have questions regarding submittal of the public works elements plans, please contact the Engineering Department at 417-337-8559.

If you have questions regarding the submittal of the final plat application, please contact the Planning Division at 417-337-8544.